

COMMUNITY SERVICE PARTICIPATION REQUIREMENTS

Purpose:

The purpose of the community service requirement for graduation is to help students become participating agents of change and to encourage students to develop a lifelong commitment to serve their community. Each student should have firsthand experience participating in an effort to improve life in their community.

Definition:

Community service is defined as an educational method by which participants learn and develop through active participation in service that is conducted in and meets the needs of a community. Community Service is coordinated with a school or community service program and with the community. It is integrated into and influences the lifelong learning of a participant and includes structured time for the participants to reflect on the service experience. Community Service teaches the skills of civil participation and develops an ethic of service and civic responsibility. Students can provide service in the community on a voluntary basis to public, nonprofit agencies, civic, charitable and governmental organizations and school campuses.

The Requirements:

Per Martinez Unified School District Board Policy 6146.1, students must complete (15) hours of community service to partially satisfy graduation requirements. Beginning with the Class of 2028, students must complete community service hours between successful completion of Grade 8 and by the end of their seventh semester (fall semester of graduation year). For students in the Class of 2027; they will begin earning hours during the fall semester of their sophomore year (2024-2025) and will have to earn four hours that year. Please see the schedule below.

Important Note About Yearly Requirements:

To ensure a balanced approach to community service, students are required to meet the minimum hours each year (9th through 11 th Grade). Failing to meet these yearly requirements may result in temporary ineligibility for extracurricular activities (LOP). Once students satisfy the annual requirement, log the hours, and the hours are approved, the student's name will be removed from the LOP list. This policy is in place to encourage ongoing engagement rather than accumulating all hours in a single year.

Senior Year Exception: During the 12th Grade, students can complete any remaining hours towards the 15-hour graduation requirement.

Tiers of Participation:

Community involvement is critical to success in education. Student participation in community service activities builds an awareness of society and a connection between classroom and real-world issues. Community involvement is also a method through which students learn about and develop a commitment to addressing needs in their communities. Community service hours, as a graduation requirement, provide students with the opportunity to develop a long lasting sense of responsibility to society. Students, who wish to earn a Standard Diploma, must meet the graduation requirement of 15 documented hours. Students are encouraged to use their community service

experiences as discussion or written topics whenever the student's community service experience is aligned with topics covered in class.

Students may also complete hours beyond the graduation requirement and will earn special recognition.

☐ **Tier I-*required for graduation***

Successful completion of community service hours between the summer of grade 8 and the end of the fall semester of the student's senior year. As part of our commitment to fostering a sense of community responsibility and engagement, students are required to serve a minimum number of hours each year. While we set the minimum yearly requirements to encourage steady participation and growth, we recognize and celebrate students who go above and beyond. The schedule listed below is to ensure consistent engagement over the four years of high school:

Four hours on campus and 11 hours off campus (15 total hours):

- ☐ (2) hours on campus Grade 9
- ☐ (2) hours on campus Grade 10
- ☐ (4) hours off campus Grade 11
- ☐ (7) hours off campus Grade 12

A minimum of six (6) hours must be in one activity or organization.

In order to receive credit for community service hours during junior and senior year, before school is closed for fall break of students' senior year, students must turn in to a AP Government, Civics or Economics teacher:

- ☐ All 15 hours served between grades 9-12 properly recorded in Aeries.

AND

- ☐ Detailed **typed 2 page narrative** of their activities, impressions, and learning while involved in the community participation.

Students' failure to meet all of the above-mentioned requirements will not earn a diploma from Alhambra High School and may not participate in their senior year commencement ceremony.

☐ **Tier II (Effective beginning for the Class of 2028)**-Students must *exceed* the graduation requirement listed in Tier I to be eligible for awards and recognition at the following levels:

- ☐ Bronze- 30 additional hours of community service to total **45 hours** will be invited to the end of the year Senior Award Ceremony and will receive a certificate.
- ☐ Silver- 60 additional hours of community service to total **75 hours** will be invited to the end of the year Senior Award Ceremony, will receive a certificate and cord, and the student's name will be listed in the commencement ceremony program.
- ☐ Gold- 100 additional hours of community service to total **115 hours** will be invited to the end of the year Senior Award Ceremony, will receive a certificate, cord, medallion, and the student's name will be listed in the commencement ceremony program.

Community Service General Guidelines:

1. All community service hours must comply with the policies of the Martinez Unified District School Board of Education.
2. Student community service hours must be earned on campus and off campus.
3. Students who fail to earn the minimum community service hours each year beginning in grades 9-11 will be placed on the LOP list until they complete the minimum required hours.
 - a. Requirements to begin community service freshman year will go into effect immediately (January 2024) and will have the following impact on each graduating class:
 - i. Class of 2025 (current seniors)- No changes to current policy. Seniors must complete all 15 hours by the end of the first semester of their senior year.
 - ii. Class of 2026 (current juniors)- No changes until the beginning of their senior year; they will follow the new model which includes possible LOP consequences for non completion.
 - iii. Class of 2027 (current sophomores)- Students will need to complete at least two hours of community service by fall of 2024 (the beginning of their sophomore year) and another two hours by June 2025.
 1. Beginning their Junior year they will follow the new model which includes possible LOP consequences for non completion.
 2. All hours will be tracked through Aeries. (coming soon)
 - iv. Class of 2028 (rising freshmen)- will follow the new model, which includes possible LOP consequences.
 1. All hours will be tracked through Aeries. (coming soon)
4. Any MUSD campus is considered “on-campus.” Students may earn on-campus hours by service community service for campus-wide events such as Carn-o-Ween, JME Trunk-or-Treat, Martinez Relays.
5. Certain community events are considered “flex” events to which students may earn either on or off campus hours. Examples of such events include: MEF Run or CCCOE Career Fair. On campus community service opportunities will prioritize Grade 9 and 10 students including a Day of Service such as Earth Day, Martin Luther King Jr. or any other recognized Day of Service.
6. There are two Cords of Distinction for students who successfully meet silver or gold tier II levels. According to tasseldepot.com, silver indicates *participation* in community service and symbolizes hope and kindness, and/or a black cord indicates *excellent leadership skills*. Students who earn a black cord, start a pre-approved non-profit or lead a school or community wide community service initiative within their four years of high school.
7. Community participation must be in a local organization or activity designed to improve some aspect of life in the community. **Your participation may NOT be in a “for profit” business or activity, nor may it be for a relative.**
8. Any activity which is a normal part of school life will not be accepted. Ex: cleaning up after yourself during brunch or lunch.
9. Students may NOT clean-up a teacher's classroom for community service.

10. Students will NOT earn community service hours for activities that are required for another course or extra-curricular activity (but can use additional/extra hours toward their community service).
11. Community hours served in which a student belongs to or receives financial/or other compensation may not be counted. This could include revenues from ticket sales or donations. For example, participation in a car wash sponsored by a club would not count as community service.
 - a. We understand that there may be unique situations where an activity's community service value is significant, despite some level of personal or organizational benefit. In such cases, students can seek prior approval to have these hours counted towards their community service requirement. For prior approval, students must have their club advisor speak with a school administrator or Civics teacher.
12. A student may earn community service hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event. For example, a student, who is not a member of the Drama Club, may volunteer to usher and collect tickets at a drama club production and earn hours as long as they are not receiving any kind of grade or credit otherwise for the hours.
13. Rehearsal and practice time will NOT count for community service hours.
14. Students may not earn community service hours during their academic day. Green Team is the only exception.
15. Community service hours for a student's family or family business will not count.
16. Service performed as the result of disciplinary action taken by the school or the courts will not count.
17. Participation in campus or competitive activities such as athletics, plays, Mock Trial, etc. will not count.
18. Service performed as an academic requirement, other than that performed as part of the approved volunteer service learning courses will not count.
19. Babysitting, or similar services, performed for an individual family, will not count.
20. Volunteer hours may not be certified by a family member or fellow student.
21. The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project. Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs.
22. Participation in self-improvement workshops, clinics, conferences or conventions will not count for volunteer hours. We understand that there may be unique situations where an activity is significant, despite some level of personal or organizational benefit. In such cases, students can seek prior approval to have these hours counted towards their community service requirement. For prior approval, students must have their club advisor speak with a school administrator or Civics teacher.

For Class of 2027 and beyond: Tracking Community Service Hours in Aeries.

- [Please click here and follow the steps of logging your hours through Aeries.](#)

Suggestions

You might call about helping out in the following places: Boys and Girls Clubs, churches, homeless shelters and food banks, pre-schools, elementary schools and junior highs, elderly care, Teens Who Care, coaching younger children, helping someone with a Scout project, charity thrift shops, Red Cross, translation, Police Explorers, Richmond Rescue Mission, etc. There is also a list of options [here](#).

Parents/Guardians: Please sign and return this form to your student's AP Government, Civics, Economics, AP US History or U.S. History teacher or counselor.

I have read the Senior Community Participation Requirements. I understand the assignment and the consequences for failure to complete this requirement by the deadline.

_____ Parent name (please print)	_____ Parent Signature	_____ Date
_____ Student name (please print)	_____ Student Signature	_____ Date

Suggestion of where to do your off-campus Community Service:

The Volunteer Center of the East Bay www.volunteereastbay.org	Food Bank of Contra Costa County https://volunteer.foodbankccs.org/
John Muir Elementary	Martinez Junior High
John Swett Elementary – Carnoween Fundraiser	Friends of Alhambra Valley Creek for creek clean-up Email: friendsofac@gmail.com
Elementary Schools	Lindsay Wildlife Experience
Martinez recreational services- at City Hall (925) 372-3510	Veterans Hospital- https://www.volunteer.va.gov/StudentProgram.asp
John Muir House (925) 228-8860	Martinez Youth Football (925) 229-4691
Martinez Farmers Market – contact Ryk Carlson--at 925-431-8361	Martinez Creek Clean Up www.coastal.ca.gov/publiced/cleanups.html
City Recreation Services www.cityofmartinez.org/departments/recreation/jobs-volunteer-opportunities	Loaves and Fishes (925) 293-4792 https://loavesfishescc.org/volunteer/ways-to-volunteer/
Coach younger kids in youth sports	Public Library (925) 646-9900
Pleasant Hill Recreation (925) 682-0896	Woodbridge https://woodbridgechildren.org/contact-us

VolunteerMatch https://www.volunteermatch.org/search	Chamber of Commerce 925-228-2345 https://martinezchamber.com/
Poll volunteer https://www.cocovote.us/poll-worker-center/become-a-poll-worker/	Martinez Animal Shelter (must be 18) (925) 798-1773 https://www.contracosta.ca.gov/828/Volunteer-Program
Help with stray cats call Pat (925)300-6472	Volunteer at your local religious organization
Martinez Leisure Services (925) 372-3551	Martinez Senior Center (925)370-8770
Martinez Boys and Girls Club www.bgctracosta.org/volunteer	Habitat for Humanity https://www.habitat.org/volunteer/near-you
Martinez Little League bestgameinmtz@gmail.com	Diablo Valley Foundation for Aging (925)845-8040 https://www.dv-fa.org/support-us
Oakland Zoo https://www.oaklandzoo.org/volunteer-and-internship-opportunities	Red Cross www.redcross.org/local/california/northern-california-coastal/volunteer.html
One Living Sanctuary - Martinez https://onelivingsanctuary.org https://onelivingsanctuary.org/tours-volunteering	Muir Heritage Land Trust – contact Emily 925-228-5040
Animal Rescue Foundation (must be 18)	

Suggestions for On Campus

Campus clean up	Help with Recycling Program
Set up a table and register people to vote	Assist in planting flowers/trees on campus
Help with Registration in August	Tutor (unpaid)
Work before or after dances	Wash windows
Volunteer at plays	Maintain murals
Martinez Relay contact	Get rid of gum
Helping coach track and field	Contact the Athletic Director or Leadership teacher for on campus opportunities
Help with art club events	Fill in holes in the track
Come up with your own idea and get approval from your civics/economics/AP Gov/APUSH/US	Clean stairwells- back ones

history teacher	
	For on or off campus email: president@alhambraboosters.org -